

DELACARE RULE GUIDANCE AND TECHNICAL ASSISTANCE BULLETIN ECESAC 2013-1

DELACARE RULE 177 & 178. These Rules cover requirements for annual training hours.

Intent:

Several decades of research have clearly demonstrated the short- and long-term positive effects that high-quality early childhood programs have on children's development. High-quality programs depend on teacher effectiveness (Hamre & Pianta, 2005; Loeb, Fuller, Kagan, & Carrol, 2004). To be effective, early childhood teachers must develop specialized knowledge, skills, and practices. The key to sustaining teacher effectiveness and promoting continuous growth is high-quality professional development (Borko, 2004; Darling-Hammond & Bransford, 2005). Research clearly shows the quality of training provided to classroom staff and administrators has a direct correlation to implementation of best practices in the classroom.

The field of early care and education has been endeavoring to raise the bar for the child care profession by establishing standards for child care administrators and staff through the application of developmentally appropriate practices. Professionalism in early care and education includes a commitment to quality related to research-based practice, ongoing child assessment, program evaluation, parent involvement and life-long adult learning. A significant aspect of professionalism in early care and education is the commitment to being a life-long learner who is always hungry for new information to improve practice. The commitment to life-long learning ensures professionals will not be trapped in old knowledge and beliefs and always ready to apply new research-based learning to support child learning. Annual training is the key to continuous improvement in practice and development of competencies.

Participating in high-quality training is the best choice through which to achieve improvement in practice and development of competencies. Through the Delaware Professional Development System, a mechanism has been created that sets standards for trainers and course offerings. This is managed by the Delaware Institute for Excellence in Early Childhood (DIEEC). DIEEC reviews applications of individuals who desire to become trainers and as well as their syllabus of proposed quality-assured professional development courses. It is through this process that trainers and professional development opportunities become quality-assured. OCCL encourages practitioners to select quality-assured training.

Documentation:

At the time of the annual Compliance Review, Providers must have documentation demonstrating that staff members have completed the required number of annual training hours within the licensing period. Staff members providing direct child care must complete training in core topic areas identified in Delacare. Copies of transcripts or individual certificates shall be maintained in personnel files.

Clarification:

Beginning in January 2013 the **Delaware Institute for Excellence in Early Childhood (DIEEC)** will no longer be issuing certificates of completion for their training sessions. Once a child care professional completes a DIEEC quality assured professional development opportunity that information will show on your training record on the DIEEC Registry. If desired, you can then download and print a copy of your transcript. OCCL will require documentation of training hours.

Please note: Verification of the completion of a quality assured training must be submitted to DIEEC by the person conducting the training. The turn-around time for a training to show on a person's transcript depends on when DIEEC receives attendance from the instructor and they are able to confirm successful

completion of the training in the participant's registry. DIEEC has advised OCCL that they expect to do this within three weeks of receiving the information, but often it takes longer for instructors to turn in attendance to DIEEC.

The Office of Child Care Licensing is not responsible for changes to the procedure for documenting quality assured professional development through DIEEC. Any questions about this new procedure should be directed to:

Allison Constable, Associate Director for Professional Development
Delaware Institute for Excellence in Early Childhood
Phone (302) 831-1210
Fax (302) 831-4223

Suggested Provider Actions:

- Immediately advise all direct care staff of this change;
- As a strategy, all staff should review or develop an individual Annual Professional Development Plan that ensures that all required annual training hours are completed at least one (1) month prior to the expiration of the Center license to ensure that documentation of completed training will be entered into the DIEEC Registry by the time the program license expires;
- Review the annual training calendar* at DIEEC and select quality-assured professional development opportunities that offer instruction in competency areas identified in the Annual Professional Development Plan and devise a plan of what trainings will be taken throughout the year. (Planning over a year demonstrates purposeful professional development and avoids a "rush" to finish annual hours as the licensing year ends that may result in taking hours that do not advance an individual's specific professional development);
- As a strategy, advise staff to provide the Center with a transcript of all trainings two months prior to the expiration of the Center annual license so that certificates and transcripts can be reviewed to confirm that each individual has completed the required number of annual training hours. If the review finds that a staff member has not completed all required annual hours, the Center should follow their personnel policies to determine what actions shall be taken.
- Review all certificates and transcripts to ensure that each individual has completed the required number of annual hours. When the review finds that a staff member has not completed all annual hours the Center should follow personnel policies to determine what actions shall be taken. A review of personnel records will be part of the Annual Compliance Review. At that time the Licensing Specialist will be looking for documentation that each member of the Staff has completed the required annual training hours.
- File the transcript and certificates in the individual personnel file.
- **Please note that certificates for each class will be the verification needed for classes taken in 2012.**

*A yearly training calendar is now available at the DIEEC website:

<http://dieec.udel.edu/registry/training/view/calendar>

Responsibilities:

Staff working in licensed programs are responsible for completing all required annual training hours and providing the employer with verification of completed hours.

Employers are responsible for documenting that all staff have completed annual training hours within the annual license period.